

## **RESEARCH PAPER PEER EDIT SHEET #1 (in class)**

Writer's Name: \_\_\_\_\_

Title of Paper: \_\_\_\_\_

Peer Editor's Name: \_\_\_\_\_

### **Directions:**

- All revisions & editing marks must be corrected in a colored utensil (other than blue/black)
- Please use the correct editing marks for all revisions.

### **GUIDELINES:**

1. Please read the entire essay.

2. **Does the paper appear to be in MLA format?** (*Please check all that apply*)

- ☐ Is there a proper heading in the upper left hand corner
  - Student's name
  - Teacher's name
  - Class title & period
  - Date (written out)
- ☐ Is there a centered title on the front page?
  - Does the title introduce the topic of the paper?
  - Is the title creative and engaging?
- ☐ Is the entire paper (including the heading and title) double spaced with NO additional spacing?
- ☐ Is each beginning word of each new paragraph indented?
- ☐ Is the entire paper written in Times New Roman 12-point font? (*Compare it to this handout to be sure.*)
- ☐ Does there appear to be 5 paragraphs?
  - 1 Introduction paragraph
  - 3 Body paragraphs
  - 1 Conclusion paragraph
- ☐ Is there a Works Cited Page attached with at least 3 sources?
  - No.
  - Is the Works Cited Page titled?
  - Are the sources written in alphabetical order?
  - Is there at least print source? (book/article)
  - Are the sources properly cited using the proper MLA format?
- ☐ As you skim through the paper, can you find at least 3 quotes?
  - Is there one quote included in each body paragraph?
  - Is each quote cited correctly using parenthetical citations?
  - Is the quote written using the proper format?

## **INTRODUCTORY PARAGRAPH**

1. Does the introduction begin with an “attention-getting” sentence that enticed you to want to read more?

Yes                      No

*If not, please provide a suggestion for improvement to the writer on how to grab the reader’s attention:*

2. Please identify the thesis. Is it located in the last sentence of the first paragraph, as it should be?

Yes                      No

3. What 3 subtopics does this paper promise to discuss, according to its thesis?

4. Did the writer use any personal pronouns in his/her paper so far? Such as “I, me, my, our, us, you, your, etc.” etc.?

Yes                      No

*If not, please provide the writer some feedback as to how to rewrite that sentence/section without the use of these words.*

5. Did the writer deliberately write something obvious such as “In this paper, I will be...”

Yes                      No

*If not, please provide the writer some feedback as to how to rewrite that sentence/section without the use of these words.*

6. Is the introductory paragraph a minimum of 5-7 detailed sentences?

Yes                      No

*If not, how many sentences must be added to the introduction paragraph? Suggestions:*

## **BODY PARAGRAPHS**

7. Is the first subtopic mentioned in the introductory paragraph's thesis statement the focus of the first body paragraph?

Yes

No

*If not, what needs to be changed?*

8. Is the second subtopic mentioned in the introductory paragraph's thesis statement the focus of the second body paragraph?

Yes

No

*If not, what needs to be changed?*

9. Is the third subtopic mentioned in the introductory paragraph's thesis statement the focus of the third body paragraph?

Yes

No

*If not, what needs to be changed?*

10. Did the writer begin each body paragraph with a topic sentence that reintroduced its subtopic from the thesis statement?

Yes

No

*If not, what needs to be changed?*

11. There should be 3 direct quotes used (at least 1 in each body paragraph). Did the write provide proper citation for each one?

Yes

No

*If not, explain/suggestions:*

12. Did the writer provide enough explanation and context (in his/her own words) to help support each direct quote and to make it "flow" smoothly within his/her own writing? (**Did the writer "sandwich" the quote effectively?**)

Yes

No

*If not, explain/suggestions:*

13. Were any of the writer's direct quotes more than 1 line of the paper?

Yes

No

*If so, please make a suggestion as which directly quoted words or sentences could be left out of the direct quote and/or could instead be paraphrased instead.*

14. Did the writer conclude each body paragraph with a summary or 'closing' sentence that "wraps up" the main idea of that particular paragraph?

Yes

No

*If not, explain/suggestions:*

15. Did the writer include transitional phrases or words to help connect one idea to the next and/or to introduce examples?

Yes

No

Yes, but not enough

*If no (or "Not enough"), where do you suggest the writer add more transitions?*

16. Did each body paragraph contain at least 7-10 sentences?

Yes

No

*If not, how many sentences must be added? Which paragraphs need additional details?*

17. Overall, were any of the 3 body paragraphs lacking information, explanation or support?

Yes

No

*If so, what needs to be added?*

18. Did the writer use any personal pronouns in any of the body paragraphs? Such as "I, me, my, our, us, you, your, etc." etc?

Yes

No

*If so, please provide the writer some feedback as to how to rewrite any sentence/section without the use of these words.*

### **CONCLUSION PARAGRAPH**

19. Does the concluding paragraph rephrase the thesis and summarize the arguments of support? (The concluding paragraph should not COPY the thesis word for word; it should be restated.)

Yes                      No

*If not, what needs to be changed?*

20. Does the conclusion paragraph effectively “wrap up” the main points of the paper, providing at least one reference (example, explanation, etc.) regarding each of the 3 subtopics?

Yes                      No

*If not, what needs to be changed?*

21. Did the writer introduce any new information in the conclusion that was not discussed in the paper, thus leaving the writer feeling frustrated with more questions left unanswered?

Yes                      No

*If so, what needs to be changed?*

22. Is the conclusion paragraph a minimum of 5-7 sentences?

Yes                      No

*If not, how many sentences must be added? Suggestions of what can be added:*

## **WORKS CITED PAGE**

23. Does the writer's Works Cited Page begin on a separate page than the rest of his/her paper?

Yes                      No

24. Is the students' heading (name, teacher's name, etc.) in the upper left hand corner?

(The heading should not be included on the Works Cited Page!)

Yes                      No

25. Does there appear to be at least one book or article among the sources listed? (not a website)

Yes                      No

26. Does the Works Cited page appear to be in proper MLA format? Please look for these "bare minimum" signs: (*Check off all that apply*)

- ☐ Are there at least 3 sources listed? (written in alphabetical order)
- ☐ Is it still written in Times New Roman 12-point font?
- ☐ Is the page titled "Works Cited" and is the title centered at the top?
- ☐ Does every source have a "hanging indent" (which means that the second line is indented instead of the first line; it's opposite from a normal paragraph)?

## **MECHANICS, STYLE, AND ORGANIZATION**

27. Does the paper have any spelling errors?

Yes                      No

If yes, please offer corrections:

28. Does the paper have any punctuation or capitalization errors?

Yes                      No

If yes, please offer corrections:

29. Does the paper have any grammar errors? ( verb tense, prepositional phrases, missing words, subject/verb agreement)

Yes                      No

If yes, please offer corrections:

30. Does the paper follow correct style and organization?

- appropriate paragraph structure (indented properly)
- formal word choice (no “stuff”, “thing”, “like”, “bad”, “good”, etc.)
- no contractions (ex: “don’t” should be “do not”)
- variety in sentence structure (use of compound & complex sentences)
- avoid repetition of ideas/words

If not, explain/suggestions:

## OVERALL QUALITY

31. Please use the formal rubric for the final draft to assign a grade to the paper you've edited. Be sure to highlight specific areas in each section of the rubric to show if/where the student may have earned or lost his/her points. For example, a ☒ check mark may indicate areas in which the student earned points, where a circle around the detail or an \_\_\_ may show the student areas where he/she may lose points.

**Example:**

Column 1 REQUIREMENTS:	Points Earned/ Possible
<b>Section 1: Format</b> <ul style="list-style-type: none"> <li>• Appropriate header information, in correct order (2.5 pts)</li> <li>• Original title, centered on page (2.5 pts)</li> <li>• Typed, double-spaced (2.5 pts)</li> <li>• Times New Roman, 12-pt font (2.5 pts)</li> </ul>	<p><u>5</u> / 10</p>

**According to the rubric, what ‘grade’ would you assign to this student’s paper?**

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**Comments:**